

## MINUTE RECORD

<b>MICHIGAN DEPARTMENT OF COMMUNITY HEALTH/OFFICE OF DRUG CONTROL POLICY STRATEGIC PREVENTION FRAMEWORK/STATE INCENTIVE GRANT (SPF/SIG)</b>	
WORKGROUP NAME:	SPF/SIG Inter-Governmental Workgroup
DATE:	March 28, 2008
TIME:	8:30 – 10:50
LOCATION:	State of Michigan General Office Building 7150 Harris Drive Dimondale, MI 48821
CHAIRPERSON	Robert Higgins - absent
CO-FACILITATOR	Linda Nordeen, Acting Chairperson
RECORDER:	Carolyn Foxall

### INTENDED MEETING OUTCOME

1. Approval of Minutes
2. Review and revision of Environmental Scan based on feedback from March DHS Pilot
3. Next steps; next agenda; assignment clarification.

### SUMMARY OF KEY POINTS

The meeting was called to order by Acting Chairperson, Linda Nordeen. Attendance was acknowledged through roundtable introductions. An attendance roster is attached.

1. It was noted that there were no minutes for February 15, 2008 due to a SPF/SIG Leadership Meeting for workgroup chairpersons, ODCP managers and staff liaisons.
2. Linda Nordeen reported on the initial meeting with DHS on March 24, 2008, to pilot the Environmental Scan (ES) offering the following summary:
  - Clarifying appropriate channels of communication, and helping identify several Program Managers who are key to a successful meeting
  - Interviewers need to balance relationship-building with insuring that the survey can be completed during any initial meeting of this sort.
  - Everyone agreed that no changes were to be made to the scan/survey at this time.
3. In response to a recommendation from Larry Scott, the group agreed that its next course of action would be to ask Bob Higgins for a Michigan Department of Education (MDE) referral for a second comparison pilot. Linda Nordeen will follow-up with Bob. Tine Laux also suggested that Arts and Cultural Affairs (John Bracey) or the Museum (Phil Kwiatkowski) might serve as easy pilots.
4. Larry reported that Don Allen, ODCP Director, would soon send a letter to the DHC Boilerplate Workgroup describing the goal of the environmental scan/survey and requesting assistance from each department that we anticipate contacting. After this letter is sent, the IG will work with Jocelyn Vanda or a DHS designee to confirm appropriate Program Manager contact(s).
5. Marguerite, followed with general concurrence. She reiterated the importance of keeping in mind who would be using the information and how. She also suggested that the group contemplate whether and/or how to collect residual information that might not be part of the questionnaire, but may inform the project (such as organizational charts). Still, the focus should be on collecting “only what we need, and no more.” No decisions were made on this point.

6. The next step is to develop supplemental materials (for interviewers) to share as needed during ES interviews. Materials could include an ODCP organization chart and a description of SPF/SIG goals. Carolyn will forward to the Chairperson and IG for consideration.

There being no further business, the meeting was adjourned.

<b>ACTION</b>			
THERE WERE NO ACTION ITEMS ASSIGNED TO SAC MEMBERS AS A FOLLOW UP TO THIS MEETING.			
<b>ACTION ITEM</b>	<b>RESPONSIBLE</b>	<b>DEADLINE</b>	<b>PROGRESS AND FOLLOW-UP ACTIONS</b>
Draft a letter for department heads, explaining the process and inviting cooperation “from the top”...cc’ing the new Secretary of the Cabinet, so he can help make department heads aware	Don Allen	Tentatively May SPF Meeting	Pending
Type minutes	Carolyn Foxall	Within 10 working days of meeting	Completed 4/14/08
Continue ES Pilot w/DHS and one other state-level department.	Linda Nordeen, Tine Laux, Dianne Perukel.	Report at May 16, 2008 IG meeting	Conducted initial interview w/DHS in March. Will follow-up w/ DHS during April and
<b>WORKGROUP OVERLAP</b>			
<p>■ PLEASE LIST ANY ACTION ITEM, KEY POINT, OR MEETING OUTCOME (FROM ABOVE TABLES) THAT WILL AFFECT ANY OTHER WORKGROUP OR CLUSTER.</p> <p>■ LIST ANY DECISION, INFORMATION, POSITION, ETC. THAT YOU NEED FROM OTHER WORKGROUPS OR CLUSTERS.</p> <p>■ RECORD OVERLAP AMONG WORKGROUPS EVEN IF THE WORKGROUPS ARE IN THE SAME CLUSTER.</p>			
<b>OVERLAPPING GROUPS</b> (PLEASE LIST ALL GROUPS)	<b>OVERLAPPING ISSUE</b>	<b>COMMUNICATION STRATEGY</b> <b>AND OTHER ACTIONS TAKEN TO RESOLVE OVERLAP</b>	
<b>SPF-IG and State Workgroup</b>	Originally delayed further IG Environmental Scan to ensure that it did not interfere/duplicate what the State Workgroup was doing with the Boilerplate Reporting	Don Allen, Bob Higgins, Dianne Perukel, and Jocelyn Vanda all sit on both workgroups; ensuring regular communication between the two.	

<b>RESEARCH &amp; TECHNICAL ASSISTANCE REQUESTS</b>			
<p>■ PLEASE LIST EVERY REQUEST FOR RESEARCH, TRAINING, OR TECHNICAL ASSISTANCE HERE. PLEASE ALSO RECORD ALL ACTIONS TAKEN TO MEET THIS REQUEST. FOR EXAMPLE, YOUR REQUEST FOR RESEARCH MAY BE "NEED RESEARCH ON THE USE OF RISK ASSESSMENTS AT DHS." THE ACTION ITEM WOULD BE "GATHERING RESEARCH ON RISK ASSESSMENT FROM DHS." ANOTHER ACTION ITEM MAY BE "JIM NYE GAVE A PRESENTATION ON THE RISK ASSESSMENTS USED BY DHS."</p> <p>■ NOTE THE REQUEST FOR RESEARCH IN THE "REQUEST FIELD." NOTE WHO YOU ARE CONTACTING TO MEET THIS NEED IN THE "TO WHOM" FIELD. NOTE ANY FOLLOW UP ACTION TAKEN IN THE "ACTION TAKEN" FIELD.</p> <p>■ PLEASE BE VERY CLEAR ABOUT WHAT IS NEEDED AND WHAT WAS DONE TO MEET THAT NEED.</p>			
<b>REQUEST</b>		<b>TO WHOM</b>	<b>ACTION TAKEN</b>
NA			
<b>NEXT MEETING</b>			
DATE:	APRIL 18, 2008		
TIME:	8:30 – 10:50 A.M.		
LOCATION:	State of Michigan General Office Building 7150 Harris Drive Dimondale, MI 48821		
<b>ANY ADDITIONAL COMMENTS?</b>			
<b>ATTENDANCE</b>			
<p><b>PLEASE LIST EVERY MEMBER FOR EVERY MEETING REGARDLESS OF ATTENDANCE. PLEASE PUT "YES" IF THE PERSON ATTENDED THE MEETING AND "NO" IF THE PERSON WAS ABSENT. LIST EACH GUEST THAT ATTENDED THE MEETING.</b></p>			
<b>MEMBERS' AND GUESTS' NAMES</b>	<b>ORGANIZATION</b>	<b>WORKGROUP AFFILIATION</b>	<b>HERE? Yes/No</b>
Marguerite Grabarek	PIRE	SPF Project Evaluator	Yes
Kari Galvas	RCA	Guest	No
Ann Covert	Connexion, Inc	Member	No
Beverly Ward	MCRUD	Member	No
Carolyn Foxall	ODCP	ODCP Staff Liaison	No
Chuck Spence	MASACA	Member	No
Deborah J. Hollis	ODCP	ODCP Management	No
Dianne Perukel	OHSP	Member	Yes
Donald Allen	ODCP, Director	Honorary Member	No
Homer Smith	MADD	Member	No
Jason Hamblen	OHSP	OHSP Alternate for Perukel	No
Jocelyn Vanda	DHS	Member	No
Larry P. Scott	ODCP	SPF/SIG Project Director	Yes
Leisa Gallagher	DOE	Member	No
Linda Nordeen	MDCH/Tobacco Section	Member	Yes
Lisa Miller	ODCP	Member	Yes
Luanne Beaudry	PN	PN Alternate for Sheila Taylor	No
Michael Langford	CENTRAL CAPT	CCAPT Alternate for T. Johnson	No
Nancy Becker-Bennett	ODCP/Law Enf. Section	Member	Yes
Robert Higgins	DOE	IG Chair	No
Sheila Taylor	PN	Member	Yes
Tine Laux	ODCP/CSAP	Prevention Fellow	Yes
Tracy Johnson	CENTRAL CAPT	CCAPT Technical Assistance	Yes
Ann Comiskey	Troy Coalition	Member	Yes
Mary Ludtke	MPCC	Member	No